



Parish Pastoral Council
Parish Pastoral Council By-Laws

PREAMBLE

These By-Laws supplement and specify the articles of the Parish Pastoral Council Constitution.

ARTICLE I

MEMBERSHIP

- A. Eligibility--Members of the Parish Pastoral Council shall be drawn from registered members of the Parish who are in full communion with the Catholic Church, have reached 18 years of age, and a member of the parish for at least one year. They must also be willing to serve actively and faithfully on the Council.
- B. Representation--The Parish Pastoral Council shall consist of:
- Nine selected members
 - Three members appointed by the Pastor
 - By diocesan regulation, the Chair of the Parish Finance Council is an ex-officio member of the council.
 - The Parish Pastoral Council seeks to resolve issues by consensus.
- C. Selection of Members-
- The Parish Pastoral Council will fill its vacancies through a discernment process timed around the Lenten/Easter Season.
 - Three members will be selected yearly for a three-year term.
 - The Pastor may appoint one member yearly to serve a three-year term. His aim will be to ensure balance on the Parish Pastoral Council and to see that all segments of the parish are represented.
 - New members will begin their terms with the first meeting after June preferably the business meeting prior to the retreat.
 - Immediate Past Chair will coordinate the agenda and conduct the first meeting of the New Year, even if his/her term expired in June, at that meeting the Executive Committee will be selected.
- D. Vacancies—Vacancies will be filled by appointment by the Pastor to the remainder of the term. In filling a vacancy, the Pastor will give due consideration to non- selected candidates from the previous selection. However, his selection ought to ensure balance on the Parish Pastoral Council and to see that all segments of the parish are represented.
- E. Recording Secretary—The Recording Secretary will record and compile the minutes of the meetings, in addition to other tasks.

ARTICLE II

ORGANIZATION

Election of Officers

Parish Pastoral Council Officers (Chair, Vice-Chair, and Executive Committee Member) will be elected each year for a one-year term. The Executive Committee at their May meeting will determine the placement of the election in the June agenda. The officers begin their terms at the first Executive Committee meeting of the fiscal year.

All members of the Parish Pastoral Council have full voting privileges. All officers must be members of the Parish Pastoral Council.

The Pastor presides over the election process. The process begins with a discussion of the question “Given where we are as a parish, what qualities are we looking for in a Parish Pastoral Council Chair, Vice-Chair, Executive Committee Member?” No names are mentioned at this point.

Election of the Chair: The nominations and election shall be by paper ballot. The Pastor will serve as teller. At the conclusion of nominations, an individual is free to remove his/her own name from nomination, with or without providing reason. Election by secret ballot will follow until the Chair is selected by simple majority (one more than half). Special Provisions: If needed, after the third ballot, voting will be limited to the top two candidates. If there is only one nominee for the office, election may be done by acclamation.

Election of Vice-Chair (as above)

Election of Executive Committee Member (as above)

The newly elected officers assume their positions prior to the next Executive Committee meeting.

Meetings

- Meetings of the Parish Pastoral Council will ordinarily occur six to seven times a year, according to need.
- The Chair may call special meetings of the Parish Pastoral Council with the approval of the Pastor or likewise cancel meetings when parish business is not pressing. In such instances, membership is to be notified as soon as possible.
- Parish Pastoral Councilmembers are expected to attend all meetings as scheduled. Where an emergency precludes attendance, members should notify the Chair in advance.

ARTICLE III

AMENDMENTS

Provided they do not contravene the Articles of the Constitution, these By-Laws may be amended, added to, or repealed, or new By-laws may be adopted by the Parish Pastoral Council. All By-Laws of the Parish Pastoral Council require the approval of the Pastor. Copies of the By-Laws must be filed with the Office of the Bishop.

Approved by the Pastoral Council of Immaculate Conception Parish on 9-26-2020.

Chair

Rev. John McGee, OSFS, Pastor

SEAL